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Chief IO, ☐

Records Management Officer/IO

Records Reduction Prior to Move

1. The records inventory has been completed in your Branch and the attached recapitulation sheet (Attachment A) shows the footage of records under your jurisdiction. Total footage now amounts to 152 linear feet. The files maintained by case officers account for 138 feet or 90% of this total and averages 2 safe cabinets per officer.

2. Your total records holdings can be reduced by taking the action indicated in the attached records disposition list (Tab B). Such action would retire or destroy approximately 16 feet of material and release space equivalent to 2 four drawer safe cabinets. Additional suggestions regarding the reduction and control of files footage are discussed in Tab C.

3. The need to get our records into shape before the move to the new building is apparent. If you agree with the actions indicated in the records disposition list, I suggest that you assign me to monitor the application of the list in the Branch.

4. The personnel of the Branch have been very helpful during the course of this inventory, and they are for the most part concerned with the need for good management of their records. I feel that the actions recommended in Tab C would significantly improve the management of your Branch files, and I am prepared to monitor and assist in their implementation.

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Additional Suggestions
for
Files Reduction

I. Filing Backlogs

- a. About 6 feet (1½ drawers) of recent and older papers, some in no arrangement, are being held by case officers for reading. Such accumulations presumably contribute nothing to the mission of the Branch.

RECOMMENDATION:

Eliminate backlog by retirement or destruction in accordance with instructions in the Branch records control schedule.

II. Reduction of Publications Holdings

- a. There are 36 feet of publications dated 1951 to the present stored in bookcases. Some of these are needed by case officers for briefings. There are many duplicate copies in this collection.

RECOMMENDATION:

Limit collection to single copies of those items needed for briefings. Retire the remainder as supplemental distribution material to the Records Center.

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